

SR. BUYER

DISTINGUISHING FEATURES

The fundamental reason the Sr. Buyer exists is to perform difficult professional purchasing of a wide variety of materials, services, and equipment to support work groups in meeting their goals in the Purchasing Department. Acts as a consultant to Buyers; may supervise and train other purchasing staff members. This classification may be supervisory. Work is performed under general supervision by the Purchasing Manager. The Sr. Buyer is distinguished from the Buyer by the performance of more difficult professional purchasing assignments and may supervise other employees.

ESSENTIAL FUNCTIONS

Purchases all supplies required for specialized work unit, working closely with the work units and vendors to promote shared responsibility for satisfactory outcomes.

Prepares specifications, requests for quotations, pricing agreements, analyzes quotes, verifies adherence of goods to agreed upon cost and specifications. May assist with formal procurement and back up Bid and Contract Specialists in time of peak workload and absences.

Researches new products, evaluates vendors, meets with vendors and City staff using effective communication and negotiation skills to resolve problems.

Provides consulting to other Buyers and may supervise other Purchasing staff members.

Arranges return and receipt of merchandise for repairs. Works with the customer to make cost-effective repair/replace decisions.

Takes ownership for professional development in the areas of product and process knowledge, office automation, supervision and inter-personal skills.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The methods, policies and procedures involved in the purchasing of a large quantity and variety of supplies, equipment and goods.

Contract negotiation and the awarding of contracts based on the best bid.

General office practices and accounting procedures including automated systems.

Microsoft Office software including Word and Excel.

Ability to:

Sit 85%, walk 10% and stand 5% of work day.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Comprehend and make inferences from complex written material and verbal and/or written instructions to gain product knowledge and evaluate purchases.

Evaluate vendor performance.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Maintain accurate, detailed records and prepare contractual agreements.
Supervise and train purchasing staff members.
Work independently and under pressure.
Communicate courteously and respectfully both orally and in writing.
Establish and maintain effective working relationships with vendors and City staff at all levels.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Purchasing, Materials Management, Business or a related field and three years experience in the acquisition of materials, services and equipment for a governmental agency or large private organization. Must have professional certification, (CPPB, CPPO, C.P.M.)

FLSA Status: Exempt

HR Ordinance Status: Unclassified